

Belvedere:
Jerry Butler

July 22, 2004

Corte Madera:
Melissa Gill

TO: Transportation Authority of Marin Commissioners

Fairfax:
Lew Tremaine

RE: Greenbrae Interchange Capital Project Charter – Agenda Item 8

Larkspur:
Joan Lundstrom

Dear Commissioners:

Mill Valley:
Dick Swanson

At the May 22, 2004 Congestion Management Agency (CMA) meeting, the CMA responded to a request from the Metropolitan Transportation Commission and Caltrans for potential projects for the 2006 and 2008 STIP cycles by requesting preparation of a Project Study Report (PSR) for the Greenbrae interchange.

Novato:
Pat Eklund

Ross:
Tom Byrnes

Caltrans has commenced work on the document and requests approval of the attached Capital Project Charter to guide preparation of the PSR. The PSR is scheduled to be completed in December, 2004. This item is related to the following agenda item. That item provides funding for the next phase, preparation of an environmental document, and also provides funding for a TAM project manager to oversee the effort.

San Anselmo:
Peter Breen

San Rafael:
Al Boro

Recommendation

Sausalito:
Amy Belser

Authorize the Executive Director to approve the Capital Project Charter and take any necessary actions to complete the PSR.

Tiburon:
Alice Fredericks

Respectfully Submitted,

County of Marin:
Susan Adams
Hal Brown
Steve Kinsey
Cynthia Murray
Annette Rose

Craig Tackabery
Executive Director

Project Name:	Greenbrae Interchange	Project Phase:	K
County-Route-P.M.:	Marin-US 101-KP 11.3/14.5 (PM 7.1/9.0)	Prepared by:	Hugh Converse, P.E.
District-Project EA:	04-219-1A660K	Date Prepared:	04/28/04

The purpose of a charter is to reach agreement between the Sponsor and the Project Manager by clearly stating the objectives of the project at the beginning of each phase (e.g., PID, PA&ED, PS&E, and Construction).

Charter Purpose:

Provide the specific purpose of this charter.

This document describes the agreement between the Project Sponsor and the Project Manager over key elements of the Project Study Report – Project Development Support (PSR-PDS) for Marin County on US Highway 101 between Tamalpais Drive and the Greenbrae Interchange (PM 7.1 to 9.0, KP 11.3 to 14.5)

Background:

Provide the history of the project to date.

US Highway 101 is the sole major north/south route traversing Marin County, extending within the county from the Golden Gate Bridge, near Sausalito, 28 miles north to the Sonoma County line. US 101 is a full freeway route, heavily utilized by all categories of motor traffic: commuting, both short and long haul; recreational and shopping; and commercial traffic and trucking. Continued growth in Marin County and Sonoma County and other feeder areas is expected to continue with proportionate increases in traffic on US 101.

The area of particular interest for this project is in the vicinity of the Greenbrae Interchange with Sir Francis Drake Boulevard on US 101, where the interchange spans Corte Madera Creek close to the Larkspur Ferry Terminal. The structure, which has 3 levels, is the busiest interchange within Marin County; during 2001, over 165,000 vehicles daily traversed the interchange: of these over 100,000 entered or exited the interchange at Sir Francis Drake Blvd. Within the segment south to the interchange at Tamalpais Drive, a distance of about 1.2 miles, there are 2 exits and 2 entrances to the freeway in the southbound direction and one exit and one entrance in the northbound direction. These closely-spaced entry/exit ramps are heavily used and also accommodate local traffic using the freeway only for the short distance to cross Corte Madera Creek en route to and from Sir Francis Drake Blvd. The current situation is one of daily recurring traffic congestion with safety concerns as users engage in multiple weaving maneuvers necessitated by the roadway and ingress/egress configuration.

A study commissioned by the Marin County Congestion Management Agency (Marin CMA), entitled "US Highway 101 Interchange with Sir Francis Drake Boulevard in Marin County", by CH2M Hill, May 2002, developed several alternative concepts to relieve congestion and improve safety concerns; and provide related improvements for local traffic flows, bicycle and pedestrian movements and public transit. Subsequently, the cities of Corte Madera and Larkspur informed the Marin CMA (by "Joint Resolution of the City Council of the City of Larkspur and the Town Council of the Town of Corte Madera" adopted March 4th and March 5th, 2003, respectively) of their wish for further studies, including a Project Study Report which would investigate construction of a full-service interchange at Wornum Drive, approximately midway between Tamalpais Drive and the Greenbrae Interchange, to replace the current entry/exit ramps in the segment, together with related local pedestrian, bicycle and street improvements.

Project Name: Greenbrae Interchange	Project Phase: K
County-Route-P.M.: Marin-US 101-KP 11.3/14.5 (PM 7.1/9.0)	Prepared by: Hugh Converse, P.E.
District-Project EA: 04-219-1A660K	Date Prepared: 04/28/04

Project Purpose:

What is the purpose of the project? What was the project selection criterion?

For revisions after the PID phase this should be quoted or referenced from the PID's purpose and need.

The purpose is to improve traffic congestion and operational efficiency on US Highway 101 and, Sir Francis Drake Boulevard and adjacent local streets and to improve traffic safety. In addition, the project will support the Department goals to maintain transportation excellence and improve mobility for California citizens.

Project Phase Objectives:

What are the project objectives (cost, schedule, quality, & customer satisfaction) that will determine the success of the project?

- Project alternatives will be considered such as adding auxiliary lanes and realignments to match mainline geometry, ramp widening to meet capacity needs; local street and intersection modifications and innovations, as required, including recognition of pedestrian, bicycle and transit needs
- Cost – Funding will be within constraints listed under the “Constraints” section, below.
- Schedule – The Project Study Report - Project Development Support (PSR-PDS) document is scheduled for approval at the end of calendar year 2004.
- Quality – During preparation of the PSR-PDS, all project alternatives developed will be identified. In addition, the Project Development Coordinator will maintain quality control during the study period through project oversight.
- Customer Satisfaction. During the study process, customer satisfaction will be sought by holding scheduled meetings with the Project Development Team (PDT), the project sponsor, department staff and stakeholders. At the meetings, project alternatives and issues will be discussed and resolved as required.

Project Description/Scope Statement: Project Description / Scope Statement

Provide a brief description of the project and the end product the project will construct.

Provide a location map of the project.

*Call out certain
Top 1
Side 2
near C.T.*

The scope is to provide a new full-service interchange on US Highway 101 in the vicinity of Wornum Drive between Tamalpais Drive and the Greenbrae Interchange, together with closure of intermediate ramps within the area; provision of auxiliary lanes, as required; ramp widening of the northbound off ramp to Sir Francis Drake Boulevard eastbound with improvement of adjacent bicycle and pedestrian facilities alongside the ramp. Due to the high volume of traffic, new roadway and shoulders may be constructed with Longer Life Pavement. Because of the physical constraints, it is expected that there will be circumstances where certain standard design criteria cannot be met and design standard exceptions will be required. Certain environmental issues are anticipated since a stream crossing is involved and there are extensive adjacent marshes. The report will recommend that such issues be resolved during the next work phase (Environmental Phase). (See Page 6 for location map.)

Project Name: Greenbrae Interchange	Project Phase: K
County-Route-P.M.: Marin-US 101-KP 11.3/14.5 (PM 7.1/9.0)	Prepared by: Hugh Converse, P.E.
District-Project EA: 04-219-1A660K	Date Prepared: 04/28/04

Provide a list of constraints, assumptions, and risks for the project and current phase. Actual analysis of risks is done in a separate process.

Constraints are items that limit a project team's options such as schedules, resources, budget, and technology.

Assumptions are those considerations that are considered true, certain, or real for planning purposes.

Risks are discrete occurrences that may affect the project for better or worse.

Constraints:

- Accurate cost estimates can only be determined as the study progresses.
- The project will have Regional Measure 2 funds as its primary funding source.
- The project may involve substantial environmental studies with the possibility of environmental mitigation and increased project costs.

Assumptions:

- The project will primarily involve changes to on/off ramps associated with the mainline or local streets.
- The mitigation of environmental issues should have costs that are reasonably proportionate to the total improvement costs.

Risks:

- Project Scope
- Local Support
- Environmental Constraints

Phase Deliverables:

Provide a list of the deliverables for the current project phase. These should be the significant deliverables that the sponsor will be asked to verify. Include the Project Management deliverables such as workplan, status reports, etc.

- Preliminary work plan for the PSR-PDS
- Preliminary XPM
- Draft project plans and cross-sections
- Project estimates
- Approved PSR-PDS document

Capital Project Charter

Page 4

Project Name: Greenbrae Interchange	Project Phase: K
County-Route-P.M.: Marin-US 101-KP 11.3/14.5 (PM 7.1/9.0)	Prepared by: Hugh Converse, P.E.
District-Project EA: 04-219-1A660K	Date Prepared: 04/28/04

Key Team Members:

List the key team members needed for the project. Identify which are critical to the current phase. They need not be named, but all key functional units and any special expertise required should be listed.

Highway Operations
Traffic Forecasting
Design North Counties
Environmental
Right of Way
Surveys
Traffic Operations
Structures
Advance Planning
Transit and Community Planning
Project Engineer
Engineering Services
Maintenance
Program Management
Construction
Project Manager
Landscape Architecture
Traffic Management
Transportation Authority of Marin
County of Marin
Town of Corte Madera
City of Larkspur

Deliverable Management:

(Filling out Deliverable Management is Optional)

Describe the process the project team will take to manage the phase deliverables. Identify any specific sponsor reviews/approvals that will be required.

TBD

•

Project Name:	Greenbrae Interchange	Project Phase:	K
County-Route-P.M.:	Marin-US 101-KP 11.3/14.5 (PM 7.1/9.0)	Prepared by:	Hugh Converse, P.E.
District-Project EA:	04-219-1A660K	Date Prepared:	04/28/04

Approvals:

Project Manager: _____ Date: _____
JIT S. PANDHER
District 4 Project Manager

*Project Sponsor: _____ Date: _____
Craig Tackabery
Transportation Authority of
Marin

* Project Sponsors are individuals or groups that represent external project customers by advocating a project or group of projects. Project Sponsors may be internal or external to Caltrans. (ref: PMD 001 *Project Management Definitions*)

Project Name:	Greenbrae Interchange	Project Phase:	K
County-Route-P.M.:	Marin-US 101-KP 11.3/14.5 (PM 7.1/9.0)	Prepared by:	Hugh Converse, P.E.
District-Project EA:	04-219-1A660K	Date Prepared:	04/28/04

Location Map:

